

**DEPARTMENT OF REHABILITATION SERVICES**  
**JOB OPPORTUNITY**

**VOCATIONAL REHABILITATION COUNSELOR**  
**MAY BE UNDERFILLED AS AN VOCATIONAL ASSISTANT COUNSELOR**

**This position is 100% federally funded**

**OPEN TO:** Public

**POSTING NO:** 32416

**HOURS:** 35 hour work week, (P3B)

**SALARY RANGE:** (EB-23) \$56188.00 - \$73162.00  
(EB-21) \$52217.00 - \$66404.00  
New hires start at minimum of salary range)

**LOCATION:** 117 Main Street Ext., Middletown, CT. 06457

**POSTING DATE:** March 5, 2015 – March 14, 2015

The Department of Rehabilitation Services, Bureau of Rehabilitation Services, is presently accepting applications to fill one (1) Vocational Rehabilitation Counselor position. Counselors are responsible to perform, under supervision of a professional, rehabilitation services to individuals with disabilities presenting moderately difficult rehabilitation problems. The selected candidate would be responsible for locating , investigating and determining the eligibility of individuals with disabilities who require vocational rehabilitation services and creating and implementing individualized plans for employment. Excellent telephone communication, computer, time management and organizational skills are essential as the candidate would be expected to do community outreach. Exceptional written and verbal skills are key as well as good attention to detail. The ability to use sound reasoning and critical thinking to make decisions is also essential. Experience using a case management system is preferable. **Preference will be given to those with a Master's degree in Vocational Rehabilitation.**

**Eligibility Requirements for Vocational Rehabilitation Counselor:**

- Master's degree in Rehabilitation Counseling from an institution by the Council on Rehabilitation Education and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- Master's degree and current Certified Rehabilitation Counselor (CRC) certification and two (2) years of experience as a Vocational Rehabilitation Counselor with a state agency.
- A Master's degree from an accredited college with a major course of study in rehabilitation counseling, psychology, education, vocational guidance, or a related behavioral or social science program and two (2) years of experience as a Vocational Rehabilitation Counselor with a State agency.

**Eligibility Requirements for Vocational Rehabilitation Assistant Counselor:**

- A Master's degree from an accredited college with a major course of study in rehabilitation counseling, or a related behavioral or social science program.
- Substitutions include a Bachelor's degree and four (4) years of full time employment as a Vocational Rehabilitation Counselor with a State Vocational Rehabilitation agency. The term of appointment without a Master's degree in this class shall be for a maximum period of three (3) years at which continued employment will be contingent based on completion of studies for an earned Master's degree in Vocational Rehabilitation Counseling, psychology, education or related behavioral or social science.

**Note:** The Department requires that candidates for Bureau of Rehabilitation Services, Vocational Rehabilitation Assistant Counselor positions have the educational qualifications for Rehabilitation Counselor that meet the most current national standard for Certified Rehabilitation Counselor (CRC) as specified by the Commission on Rehabilitation Counselor Certification (CRCC) website: <http://www.crc certification.com/pages/eligibility requirements/69.php>. **This criteria must be completed within (3) three years from date of hire.**

**Responsibilities:** Provides professional rehabilitation planning for services to individuals with disabilities presenting difficult vocational adjustment and rehabilitation problems; actively locates, investigates and interviews individuals with disabilities to explain functions; services and eligibility requirements of the agency; counsels individuals and assists in planning, selecting, preparing for and achieving a vocational adjustment, obtain significant information from the individual and necessary information from school, employers, and other public and private agencies and medical facilities; arranges for services within the agency or other community agencies; may administer psychological tests; furnishes consultative services to community agencies; speaks before lay and professional groups; does related work as required.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should submit a completed State of Connecticut Application for Examination or Employment (CT-HR-12), copy of their college transcript and three reference letters from individuals they have worked for or three most recent performance evaluations. For State employees, submit 2 most recent service ratings. **(Note: Original transcripts will be required upon offer of employment.)** Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, no fax, email or hand-delivered copies will be accepted.** Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Department of Rehabilitation Services  
55 Farmington Avenue, 12<sup>th</sup> Floor  
Hartford, CT. 06105

ATTN: Sabrina Betts – Human Resources

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE March 14, 2015.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.